

Vendor Registration

It's as important as ever for vendors to register themselves instead of ADH Staff registering them!

- **Vendors should be strongly encouraged to register themselves with the Office of State Procurement Vendor Registration website <https://www.ark.org/vendor/> so they can keep their vendor information (example, address change, name change, direct deposit information, etc.) updated at all times to insure payment for services going to the correct location.**
- **The \$25.00 fee for vendors to register is an ANNUAL fee. Changes or corrections may be made any time, no charge once they are registered.**

To register themselves, vendors should:

- Go to <https://www.ark.org/vendor/>
- Follow on-screen instructions to complete the form and submit.

Should you have trouble entering information call Office of State Procurement, **Shelia Kinslow at 683-2220** or email her at shelia.kinslow@dfa.state.ar.us